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**From:** Ewart Burt [bewart@facil.umass.edu]  
**Sent:** 5/14/2010 3:18:48 PM  
**To:** Hanchett, James (DPH) [James.Hanchett@state.ma.us]  
**CC:** Delaney Sally [sdelaney@admin.umass.edu]; Nathhorst Richard P. [nathhorst@facil.umass.edu]  
**Subject:** FW: MDPH records boxes/files move for Morrill I Vivarium project

Jim,

I'm trying to coordinate your move, so I'm forwarding the attached email in the hope of coming up with a mutually acceptable date to move your files. Of course, this also will require the switching of lockset cores at the same time, or potentially before (if we were to take the core out of one of the doors of the interconnected rooms, and replace it with a no-key blank, for instance).

If the move has to occur at 2:00 PM or later, do you have a preference for dates?

Thanks for your help on all this,

Burt

**Burt Ewart**

Capital Project Manager  
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**From:** Delaney Sally  
**Sent:** Friday, May 14, 2010 10:52 AM  
**To:** Ewart Burt  
**Subject:** RE: MDPH records boxes/files move for Morrill I Vivarium project

I can PROBABLY accommodate this, but it would be around 2 pm. I am booked solid with moves. It will be a minimal cost in respective to everything else.....probably around \$500 +/-

Let me know and I will get you on the schedule to have this done.

Sal

*Sally A. Delaney*  
Project Manager  
Facilities & Campus Planning  
University of Massachusetts Amherst  
413-545-5370 office  
██████████ cell

**From:** Ewart Burt  
**Sent:** Friday, May 14, 2010 10:44 AM  
**To:** Delaney Sally  
**Cc:** Nathhorst Richard P.  
**Subject:** MDPH records boxes/files move for Morrill I Vivarium project

Sally,

I need to schedule either your moving guys or a private company to move about 200 stacked banker's boxes of files and about four vertical file cabinets (filled) from rooms N246/248/250 to N128 in Morrill I. This work will need to be done under the direct supervision of James Hanchett at the MDPH Drug lab or his staff, and so should be done during regular business hours. To keep the Morrill I Vivarium project moving, this work should be accomplished no later than June 9, 2010 (sooner would be better). I expect this would be a half-day's work – it's pretty simple.

When can this get done, and about how much will it cost?

Thanks,

Burt

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